

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OOC0287415

Date Posted: 02/11/13

POSITION NO: 240945

Closing Date: 03/08/13

CLASS CODE: 1531

POSITION TITLE: ASSOCIATE ACCOUNTANT

DEPARTMENT NAME: Office of the Controller - Investments Section

DEPARTMENT NO: 28 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8:00AM - 5:00PM

Temporary: ☐

Duration:                      \$ 32,073.60 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assist in the preparation of the monthly investments schedules and quarterly reports; monitor the financial conditions of selected financial institutions, investment managers, and companies; assist in preparation of meetings and presentations to the Investment Committee, Budget & Finance Committee and the Navajo Nation Council; update balance sheet and income statements for various trust funds on a monthly and quarterly basis; reconcile bank statements on a monthly basis; assist in portfolio allocation; perform additional duties and special projects assigned by the Controller.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Accounting, Finance, Business Administration, or a closely related field.

***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the finance and accounting profession.

Knowledge of computerized accounting systems, application including general software applications.

Knowledge of public relations/customer service principles, practices and techniques.

Skill in performing detailed and complex numerical computation and reports.

Skill in establishing and maintaining effective working relationships.

**License/Certification Requirements:**

**PREFERRED:** valid state driver license

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**